



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SUPPORT BATTALION  
MARINE CORPS INSTALLATIONS-WEST-MCB  
PENDLETON  
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MCIWEST/MARINE CORPS BASE  
CAMP PENDLETON, CALIFORNIA 92055-5031

IN REPLY REFER TO:  
BnO 1560.1  
S-3  
25 Sep 12

BATTALION ORDER 1560.1

From: Commanding Officer  
To: Distribution List

Subj: QUARTERLY ESSAY WRITING CONTEST

Ref: (a) ALMAR 007/05  
(b) ALMAR 017/12  
(c) ALMAR 027/11

Encl: Essay Format Example

1. Situation. Per reference (a), General Hagee revised General Gray's Professional Reading List from 1989. Per the references, Marines are required to read a minimum of one book, per grade, per year. This order establishes policy and procedures for essay writing involving books from the Marine Corps' Professional Reading List.

2. Mission. Starting with the first quarter of FY13, Headquarters and Support Battalion will conduct a quarterly essay writing competition in order to fulfill the annual requirements as stated in references (b) and (c).

3. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent.

The purpose of this competition is to encourage Marines in submitting original, written essays to fulfill the Professional Marine Corps Reading Program annual requirements. The Marine Corps gets a smarter Marine who is better prepared to support and defend the Constitution of the United States. The method is to judge each essay at the Company and Battalion level. The endstate is that each Battalion winner receives a Certificate of Commendation.

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(1) Concept of Operations. The written format for essays will be comprised of:

(a) Minimum of five paragraphs; three or more sentences per paragraph.

(b) The paper should have one inch margins with Courier font, size 12.

(c) The paper will not exceed three pages in length.

(d) The essay must be written about one of the books on the Marine Corps Professional Reading List.

(e) The general format of the essay will follow the example in the enclosure.

b. Tasks

(1) Company Commanders

(a) Implement a quarterly reading program for all Marines by collecting essays per rank/grade (junior Marines, NCOs, SNCOs, Company Grade/CWOs, Field Grade Officers) and annotating their completion through Pro/Cons and Fitness Reports.

(b) Company Commanders shall encourage readers to submit written essays to enhance their tactical and professional skills.

(c) Additionally, Company Commanders will review and select the top essay per quarter per grade and submit them to the Battalion Commanding Officer for final review and selection of a winner.

4. Administration and Logistics.

a. Administration.

All Leathernecks shall become familiar with this Order and associated tasks. An electronic version of this Order may be obtained by contacting the Battalion S-3 via phone at (760) 725-5050.

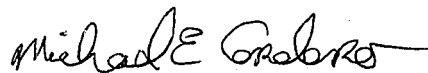
b. Logistics. Not applicable.

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a. Command. This order is applicable to all Headquarters and Support Battalion.

b. Signal. This order is effective the date signed.

SEMPER FIDELIS,



MICHAEL E. CORDERO  
COLONEL, USMC

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